



HR Ref No: VDARTOL223612

June 13, 2022

Dear Deepika,

Welcome to VDart Group!

Thank you for exploring career opportunities with VDart Group. You have successfully completed our initial selection process and we are pleased to offer you a position of **Associate-Global Finance** with VDart Group, on the following terms and conditions

You will draw a CTC of **1,41,169 (One Lakh Forty One Thousand One Hundred And Sixty Nine Rupees Only)** per annum excluding statutory deductions

- You will be entitled to Leave, Gratuity, Medical Insurance etc. in accordance with the Law / Company Policy from time to time
- Your initial place of posting will be at **VDart Technologies, No.199/90, Dr Radhakrishnan Salai Road, Dwarka Colony, Mylapore, Chennai - 600004** and your actual place of posting will be communicated to you later and you will report for duty on **June 20, 2022**
- This letter of offer is subject to completing other joining formalities as specified and also successful completion of BGV. In case if there are any discrepancies then the offer will be void based on company policy. Upon completion of above said a detailed appointment letter will be given within one week from your joining.
- **Annexure 1** will cover the Compensation break-up and mandatory documents required for joining
- **You are required to submit your PAN / Aadhar number to HR on your joining**

We look forward to you joining with our team. We are sure that you will have a long, rewarding and fulfilling career with our company.

Kindly sign the duplicate copy of this letter as a token of your acceptance to the above terms and conditions.

Thanking you,

Yours faithfully,

MohanaSundaram  
Assistant General Manager - HR

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.

Dear Ms P. Deepika,

31<sup>st</sup> May 2022

This has reference to your application and subsequent discussion you had with us. We are pleased to offer you the position of **Social media manager & content writer**. First three months will be a training period and salary will be Rs, 15,000/- ( Rupees Fifteen thousand ). After three months the CTC will be revised based on the performance after a discussion with our directors.

This offer remains valid on the following conditions which are in accordance with the organizational process:

1. Medical fitness is key to your being able to contribute to the business, the anus of submitting a medical fitness report from a recognized medical doctor or a hospital rests with you, you may be asked to provide the medical fitness certificate upon your joining.
2. The Company gives enough focus on corporate governance and ethical practices at the work-place; you also agree that credential checks are fundamentally a good process to ascertain the background of the employee to be able to support the organizational process of ethics at the work-place. Therefore you agree that the company can do necessary credential checks/reference checks to ascertain your credential fit to occupy any position in the organization.
3. You declare that you do not have any relatives working in any firm that is in competition with Optimal Nutrition Protocol. Relatives are defined as any blood relations, cousins, in-laws, spouse and spouse relatives.
4. You declare that you do not have any legal / court cases pending against you in India or any part of the world.
5. You declare that you are not a director/partner in any firm.
6. You will join the Company at the mentioned office on or before **13<sup>th</sup> June 2022**.
7. In the event the above is not favourable, you agree that the company can regret the offer without detailing any reasons further.
8. We would like to reiterate that this communication is private and confidential and not in-dented for perusal or information of any third party.

A detailed appointment letter will be issued to you, subsequent to your joining us. Kindly indicate on the copy of this letter your acceptance of our offer. We look forward to your being part of the group and we wish you the best. As per our company policy, you are required to carry the necessary documents (as per details enclosed) on the day of joining

For Optimal Nutrition Protocol,

Varsha Easwaran  
Founder Director

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
COWRIVAKKAM, CHENNAI-600 073.

+91 98405 21650

info@optimalnutritionprotocol.com

www.optimalnutritionprotocol.com

#7/15, Raja Veedhi, Choolaimedu, Chennai - 94





Date: 14-Dec-21

Dear Devavarshini D,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee - Technical Support**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

**TERMS AND CONDITIONS:**

1. **Gross Cost to Company:** The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakh Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be Rs. **2,26,000/-** (Rupees Two Lakh Twenty Six Thousand Only).
3. **Annual Variable Compensation.** Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **24,000/-** (Rupees Twenty Four Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.
4. **Other Benefits.** Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

*B. Kalpane*  
**PRINCIPAL**

**PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.**

**CSS Corp Private Limited**

CIN:U72900TN2000PTC115034

Regd Address : Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai Tel:91 44 66768000 ,www.csscorp.com





Date: 15-Mar-22

Dear Devpriya S V,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee - Technical Support**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

**TERMS AND CONDITIONS:**

1. **Gross Cost to Company:** The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakh Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be Rs. **2,26,000/-** (Rupees Two Lakh Twenty Six Thousand Only).
3. **Annual Variable Compensation.** Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **24,000/-** (Rupees Twenty Four Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.
4. **Other Benefits.** Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's Intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

*B. Kalpana*  
**PRINCIPAL**

**PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 072**

**CSS Corp Private Limited**  
CIN:U72900TN2000PTC115034

Regd Address : Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai Tel:91 44 66768000 , www.csscorp.com

# Global Content Transformation Private Limited

(A Unit of Aptara, Inc)

GCTPL/FPG/B1  
P Devi Shree  
Chennai

June 03, 2022

## Sub: Letter of Intent

Dear Devi Shree,

This is with reference to your application for a suitable employment in our organization, and the subsequent round of tests and interviews you had with us. We are very pleased to offer you the position of **Financial Associate** in our organization.

You are required to submit the following documents (photocopy) at the time of joining us:

- Proof of Identification (Photocopy of passport/Photo I.D Proof Signed By Class 1 Gazetted Officer/Election card/PAN Card)
- Address proof (Photocopy of ration card/driving license/rent agreement/landline phone/electric bill)
- All Educational/Professional certificates (School & College).
- Last drawn salary slip from the previous organization.
- Resignation Acceptance/Relieving certificate from previous employer, if applicable.
- Latest Form 16, if applicable.
- Medical certificate as per the attached Annexure.
- Six passport size photographs.
- Two Postcard size family photograph (in case unmarried – with mother and father, in case married – with spouse and children) for ESI, if applicable.
- Please bring your Original documents at the time of joining for the verification purpose.

You are required to join us on or before **June 08, 2022** at 9:30 a.m. sharp at **Global Content Transformation Private Ltd, 4th Floor, work easy space, 2/88 OMR, Seevaram, Saravana Matrix Tower LLP, OMR, Seevaram, Perungudi, Chennai 600096**, failing which this offer stands withdrawn. Your formal appointment letter shall be given to you after completion of your joining formalities.

Please submit the copy of Accepted Resignation Letter within 36 hours from the issue of LOI, failing which the LOI stands cancelled.

Look forward to a long & meaningful association with you.

Thanking you,  
For Global Content Transformation Pvt Ltd.

*B. Kalpana*  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
**COWRIVAKKAM, CHENNAI-600 073.**

Jaya Chandran  
General Manager – Human Resource

**Global Content Transformation Private Limited**

Registered Office: Flat No. 36, 3rd Floor, Sakkar Building, 79-80, Nehru Place, New Delhi – 110019, INDIA  
Works: Global Content Transformation Private Ltd, 4th Floor, Work Easy Space, 2/88 OMR, Seevaram, Saravana Matrix Tower LLP, OMR, Seevaram, Perungudi, Chennai 600096

APTARACORP.COM



18-05-2022

R.Devi Shree  
Chennai

Subject: LETTER OF OFFER

Dear R.Devi Shree

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before 01.06.2022.

The annual compensation calculated on Cost to Company will be **INR 204000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Your place of posting will be **Coimbatore**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited

*Madhulika*

Madhulika Singh

Regional Head - Human Resources

*B. Kalpave*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.



Letter of Intent

April 13, 2022  
S Devi Bala  
Prince Shri Venkateshwara Arts and Science College, Chennai  
Dear DeviBala,

We are pleased to inform you that you have been provisionally short-listed for employment as "Trainee".

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in **Chennai**.

During the training period you will be entitled for a stipend of Rs. 15000/-pm for the period of 3 months and on successful completion of your training you will be paid a salary of Rs. 3 Lac per annum.

You are required to sign a service agreement of 24 Months from the date of joining, in the event of service agreement breakage you will be required to pay a sum of Rs. 2 Lac.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please countersign, scan and email the document as your confirmation within a week of receiving this letter to [campusconnect@hexaware.com](mailto:campusconnect@hexaware.com)

Yours faithfully,

For HEXAWARE TECHNOLOGIES LIMITED

*Monica Mathur*

Monica Mathur  
Vice President, Recruitment-India & APAC

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 073.



**HEXAWARE TECHNOLOGIES LTD.**

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape,  
Navi Mumbai, 400710, Tel: +91 22 6791 9595, Fax: +91 22 6791 9500  
(CIN) : L72900MH1992PLC069662 URL: [www.hexaware.com](http://www.hexaware.com)



18-05-2022

K.Devika  
Chennai

Subject: LETTER OF OFFER

Dear K.Devika

We thank you for your interest in discussing an opportunity to be part of **Just Dial Ltd.**

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before 01.06.2022.

The annual compensation calculated on Cost to Company will be **INR 204000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited

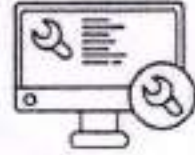
*Madhulika*

Madhulika Singh

Regional Head - Human Resources

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
COOPIVAKKAM, CHENNAI-600 073.





## SPIRENSAVVY SOFTWARE SOLUTIONS PVT LTD

25<sup>th</sup> January 2022

To,  
Dhanalakshmi R,  
Prince Shri Venkateshwara Arts and Science College

### Offer Letter

Dear Dhanalakshmi,

We are delighted to give you this letter of offer for the position of Operation Executive at our company Spirensavvy Software Solutions Pvt Ltd.

Your task will be to assist our software department and admin department in creating various software applications. We anticipate that you will use your knowledge, abilities, and creative suggestions to effectively investigate, design, and execute numerous types of software. The monthly CTC for your work will be Rs. 17000.

After the completion of probationary period, you will receive extra benefits and the appointment letter. You must present yourself to the head of our human resources division on 23<sup>rd</sup> May 2022 at 10.00 AM.

We are glad to send you this letter extending an offer to work as an Operation Executive. On your first day on the job, you must sign it in front of Issuing Authority.

Thank you,

HR Director

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073

+91-9566773395

No. 102, Krishnarajapuram, Bengaluru, Karnataka 560016

splrensavvysoft@gmail.com



## Dev Systems

Ref No : Dev/Cam/115/59

18.04.2022

### LETTER OF APPOINTMENT

Dear Dhanalakshmi S,

We are delighted to inform you that you have been selected for the position of Web Developer at **Dev Systems**. We were impressed with your skills and experience, and we believe that you will be a great asset to our team.

As we discussed during the interview process, your responsibilities will include:

- Developing and maintaining the company's website
- Creating and implementing new features and functionality
- Ensuring the website is mobile-friendly and responsive
- Working with the marketing team to optimize the website for SEO
- Troubleshooting and fixing bugs as needed
- You will be reporting to the Head of Development and working closely with other members of the development team.

Your starting date will be **15th June 2022**, and your office hours will be 40 Hours per week. You will be located at our office in **Chennai**. Please arrive on your first day with the necessary documentation for verification purposes.

Your salary for this position will be **2,20,000** per year, and you will receive benefits including following benefits.

Benefit A ( Casual Leave of 12 days per Annum)

Benefit B ( ESIC Coverage)

Benefit C ( Health Insurance Coverage upto 2,00,000)

Please sign the enclosed copy of this letter and return it on or before 30.04.2022.

Sincerely,

HR Manager

Acceptance of Offer:

**PRINCIPAL**

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE

COMBIVAKKAM, CHENNAI-600 073.

Dhanalakshmi S



# Mindspa Technologies

DHANDABANI V

Date: 05.05.2022

Prince Shri Venkateshwara Arts and Science College  
Chennai

Dear DHANDABANI V,

We are pleased to offer you the position of Web Developer with Mindspa Technologies. We believe that you possess the necessary skills and experience to make a valuable contribution to our team.

The terms and conditions of your employment are as follows:

**Start Date:** 06.06.2022

**Compensation:** Your starting salary will be **Rs.18,350**, paid monthly.

**Probationary Period:** The first six months of your employment will serve as a probationary period, during which your performance and suitability for the role will be assessed.

**Hours of Work:** Your regular hours of work will be 40 Hours and 5 Days of Work per week.

**Location:** Your primary place of work will be our Chennai. You may be required to travel occasionally for work-related purposes.

**Termination:** Either you or the Company may terminate your employment at any time, with or without cause, by providing 3 months' notice in writing. The Company may choose to pay salary in lieu of notices.

**Intellectual Property:** All intellectual property created by you during your employment with Mindspa Technologies shall be owned by the Company.

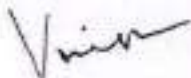
**Confidentiality:** You agree to keep confidential all Company information, trade secrets, and other proprietary information.

Please indicate your acceptance of this offer by signing below and returning the signed copy to us by 13.05.2022.

We look forward to welcoming you to our team.

For Mindspa Technologies,

I accept this Offer:



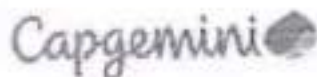
Manager - Human Resources



DHANDABANI V  
PRINCIPAL

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
CHITALAPAKKAM, CHENNAI-600 073.

No. 11A, Bharathi Street, Gomathi Nagar,  
Chitalapakam, Chennai - 600 073.  
Call : 97103 87766



Capgemini Technology Services India Limited  
(Formerly known as KATE Global Solutions Limited)  
IT 1, IT 2, Aulakh DC, Thane - Eastern Road,  
T. Nagar, Chennai 600 036, Maharashtra, India  
Tel: +91 22 7141 4203 | Fax: +91 22 7141 2121  
www.capgemini.com/india

**Superset ID: 1832791**

**Letter of Intent ("LOI")**

Dear Dhanasingh Raja R,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst and A3** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.



# Global Content Transformation Private Limited

(A Unit of Aptara, Inc)

GCTPL/FPG/B1  
T Dhanushkumar  
Chennai

June 03, 2022

## Sub: Letter of Intent

Dear Dhanushkumar,

This is with reference to your application for a suitable employment in our organization, and the subsequent round of tests and interviews you had with us. We are very pleased to offer you the position of **Financial Associate** in our organization.

You are required to submit the following documents (photocopy) at the time of joining us:

- Proof of Identification (Photocopy of passport/Photo I.D Proof Signed By Class 1 Gazetted Officer/Election card/PAN Card)
- Address proof (Photocopy of ration card/driving license/rent agreement/landline phone/electric bill)
- All Educational/Professional certificates (School & College).
- Last drawn salary slip from the previous organization.
- Resignation Acceptance/Relieving certificate from previous employer, if applicable.
- Latest Form 16, if applicable.
- Medical certificate as per the attached Annexure.
- Six passport size photographs.
- Two Postcard size family photograph (in case unmarried – with mother and father, in case married – with spouse and children) for ESI, if applicable.
- Please bring your Original documents at the time of joining for the verification purpose.

You are required to join us on or before **June 08, 2022** at 9:30 a.m. sharp at **Global Content Transformation Private Ltd, 4th Floor, work easy space, 2/88 OMR, Seevaram, Saravana Matrix Tower LLP, OMR, Seevaram, Perungudi, Chennai 600096**, failing which this offer stands withdrawn. Your formal appointment letter shall be given to you after completion of your joining formalities.

Please submit the copy of Accepted Resignation Letter within 36 hours from the issue of LOI, failing which the LOI stands cancelled.

Look forward to a long & meaningful association with you.

Thanking you,  
For Global Content Transformation Pvt Ltd.

*Bikalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.

Jaya Chandran  
General Manager – Human Resource

### Global Content Transformation Private Limited

Registered Office: Flat No: 36, 3rd Floor, Setkar Building, 79-80, Nehru Place, New Delhi – 110019, INDIA  
Works: Global Content Transformation Private Ltd, 4th Floor, Work Easy Space, 2/88 OMR,  
Seevaram, Saravana Matrix Tower LLP, OMR, Seevaram, Perungudi, Chennai 600096

APTARACORP.COM



May 10, 2022

Dhanushragal J.  
Chennai

Invitation to join Hashtag Inc.

Dear Dhanushragal J,

We are pleased to extend an offer of employment to you based on your performance during our assessment process. We believe you are a great fit for the role of **Graphic Design Associate** at our agency.

We offer talented and motivated individuals an opportunity to build skills and competencies that will last a lifetime. Our compensation structure generously rewards high performance. Hashtag Inc.'s strong people-oriented culture and values are another area that sets us apart and we care deeply about the individuals we employ.

While our environment is challenging and requires motivation and commitment to succeed, you will expand your professional capabilities and become part of the Hashtag Inc. family.

Enclosed you will find:

- A formal letter with your offer details (one copy for you to sign and return to us, one copy for your retention)

If at any time you have questions on our offer, the role or about our environment, please contact Kothai [Phone: 7904960344; email: [hn@hashtaginc.co.in](mailto:hn@hashtaginc.co.in)] with any questions you may have.

Congratulations, we are very excited to have you join us!

Yours sincerely,

A handwritten signature in black ink, appearing to read "Adithya S".

Adithya S  
Co-Founder

A handwritten signature in black ink, appearing to read "Chiraag Kinger".

Chiraag Kinger  
Co-Founder

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
COMRIVAKKAM, CHENNAI-600 073.





Date: 14-Dec-21

Dear Dharaneswari J,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee - Technical Support**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

**TERMS AND CONDITIONS:**

1. **Gross Cost to Company:** The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakh Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be Rs. **2,26,000/-** (Rupees Two Lakh Twenty Six Thousand Only).
3. **Annual Variable Compensation.** Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **24,000/-** (Rupees Twenty Four Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.
4. **Other Benefits.** Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

*B. Kalpana*  
**PRINCIPAL**

**PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
SOURIVAKKAM, CHENNAI-600 073.**

**CSS Corp Private Limited**  
CIN:U72900TN2000PTC115034

Regd Address : Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai Tel:91 44 66768000 ,www.csscorp.com

# Global Content Transformation Private Limited

(A Unit of Aptara, Inc)

GCTPL/FPG/B1  
Dharini Sri  
Chennai

June 03, 2022

## Sub: Letter of Intent

Dear Dharini,

This is with reference to your application for a suitable employment in our organization, and the subsequent round of tests and interviews you had with us. We are very pleased to offer you the position of **Financial Associate** in our organization.

You are required to submit the following documents (photocopy) at the time of joining us:

- Proof of Identification (Photocopy of passport/Photo I.D Proof Signed By Class 1 Gazetted Officer/Election card/PAN Card)
- Address proof (Photocopy of ration card/driving license/rent agreement/landline phone/electric bill)
- All Educational/Professional certificates (School & College).
- Last drawn salary slip from the previous organization.
- Resignation Acceptance/Relieving certificate from previous employer, if applicable.
- Latest Form 16, if applicable.
- Medical certificate as per the attached Annexure.
- Six passport size photographs.
- Two Postcard size family photograph (in case unmarried – with mother and father, in case married – with spouse and children) for ESI, if applicable.
- Please bring your Original documents at the time of joining for the verification purpose.

You are required to join us on or before **June 08, 2022** at 9:30 a.m. sharp at **Global Content Transformation Private Ltd, 4th Floor, work easy space, 2/88 OMR, Seevaram, Saravana Matrix Tower LLP, OMR, Seevaram, Perungudi, Chennai 600096**, failing which this offer stands withdrawn. Your formal appointment letter shall be given to you after completion of your joining formalities.

Please submit the copy of Accepted Resignation Letter within 36 hours from the issue of LOI, failing which the LOI stands cancelled.

Look forward to a long & meaningful association with you.

Thanking you,  
For Global Content Transformation Pvt Ltd.

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.

Jaya Chandran  
General Manager – Human Resource

### Global Content Transformation Private Limited

Registered Office: Flat No. 35, 3rd Floor, Sakkar Building, 79-80, Nehru Place, New Delhi – 110019, INDIA  
Works: Global Content Transformation Private Ltd, 4th Floor, Work Easy Space, 2/88 OMR, Seevaram, Saravana Matrix Tower LLP, OMR, Seevaram, Perungudi, Chennai 600096





Letter of Intent

April 18, 2022  
S.Dharaniyalakshmi  
Prince Shri Venkateshwara Arts and Science College, Chennai  
Dear S.Dharaniyalakshmi,

We are pleased to inform you that you have been provisionally short-listed for employment as "Trainee".

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in Chennai.

During the training period you will be entitled for a stipend of Rs. 15000/-pm for the period of 3 months and on successful completion of your training you will be paid a salary of Rs. 3 Lac per annum.

You are required to sign a service agreement of 24 Months from the date of joining, in the event of service agreement breakage you will be required to pay a sum of Rs. 2 Lac.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please countersign, scan and email the document as your confirmation within a week of receiving this letter to [campusconnect@hexaware.com](mailto:campusconnect@hexaware.com)

Yours faithfully,

For HEXAWARE TECHNOLOGIES LIMITED

*Monica Mathur*

Monica Mathur  
Vice President, Recruitment-India & APAC

*B. Kalpane*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.



HEXAWARE TECHNOLOGIES LTD.

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape,  
Navi Mumbai, 400710, Tel. : +91 22 6791 9595, Fax: +91 22 6791 9500  
(CIN) : L72900MH1992PLC069662 URL: [www.hexaware.com](http://www.hexaware.com)



**LETTER OF APPOINTMENT**

Date: 8<sup>th</sup> April 2022

Dear Dharshini K

Employee ID: 1697

Further to your application for employment, and the subsequent interviews you had with us, we are delighted to offer you a position **Executive - Online Sales Dept** with **Navia Markets LTD.**, on the following terms and condition:

**1. Commencement of employment**

Your employment will be effective from your date of joining, as on **1<sup>st</sup> - July - 2022**

**2. Salary**

Your Position will carry a CTC Compensation **Rs: 208957/- (Rs: Two lakh eight thousand nine hundred fifty seven only)** per annum, other details and benefits will be as set out in Annexure I, below.

**3. Working Day/Hours**

**Monday to Friday** the working hours are from **[09.00 AM] to [06.00 PM]** and on **Saturday [on 1<sup>st</sup>, 4<sup>th</sup>, & 5<sup>th</sup>]** the working hours are from **[10.00 AM] to [05.00 PM]**, **2<sup>nd</sup> and 3<sup>rd</sup> Saturday's and Sunday's** are **Leave/Holiday**.

The working hours are designed to meet and exceed customer requirement, if necessary the employee may be required to extend for additional hours depending on your responsibilities.

**4. Leave/Holidays**

You will be eligible for leave in accordance to leave policy.

**5. Probation**

You will be on probation for a period of **Three months** from the date of joining and the same will be reviewed at the end of three months. You will be confirmed in your appointment depending upon your performance and at the sole discretion of the Management.

*B. Kalpana*  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
**POWRIVAKKAM, CHENNAI-600 073.**

**Registered & Corporate Office**

**NAVIA MARKETS LIMITED**

Group Office 4th & 5th Floor, No.9, Nungambakkam High Road, Chennai - 600 034.

Ph: +91-44-39189100, Fax: 044-28214100, E-mail: support@tradefusiononline.com, www.tradefusiononline.com, CIN: U65993TN1992PLC010167 "Tradefusion" is the online brand of Navia Markets Ltd.



18-05-2022

S.Dharshini  
Chennai

Subject: LETTER OF OFFER

Dear S.Dharshini

We thank you for your interest in discussing an opportunity to be part of **Just Dial Ltd.**

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before 01.06.2022.

The annual compensation calculated on Cost to Company will be **INR 204000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited

*Madhulika*

*B. Kalpane*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073

Madhulika Singh

Regional Head - Human Resources



Date: April 25, 2022

**OFFER & APPOINTMENT LETTER**

To,  
Dinesh A

Dear Dinesh,

We are glad to inform you that, upon acceptance of this offer, you will be appointed as **Social Media Specialist (Chennai)** as per terms and conditions discussed and agreed upon as under:

1. You are expected to join Social Beat on or before June 06, 2022 and your appointment will be effective from the date of your joining.
2. Your monthly salary and annual salary details are included as an Annexure 1 to this letter. Your annual CTC will be ₹ 385600 which includes an annual bonus of ₹ 28000 payable at the completion of a year.
3. **Induction:** You will undergo a 2-3 day induction/training to familiarize you with the various services/solutions of Social Beat
4. Your future increments or promotion or any other salary increase shall be based on merit/grades considering your periodic and consistent overall performance, business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.
5. You will be on probation for a period of three months during which the leave policy will not be applicable. After successful completion of your probation, your services as a permanent Team Member will be confirmed in writing. You are eligible to avail 1 leave per month during your probation, which is a part of your Annual Leave Balance.
6. You may end your employment by giving two months' notice (for confirmed Team Members) or 30 days of notice (for Team Members on probation), or Social Beat may terminate your employment by giving you 15 days' notice, in lieu thereof. Team Members on probation can have their service terminated by Social Beat without any prior notice. You are eligible to avail 1 leave per month during your notice period, which is a part of your Annual Leave Balance.
  - i. During the notice period, you will ensure that all the assigned work has been completed / handed over to the satisfaction of Social Beat.





HR Ref No: VDARTOL223623

June 13, 2022

Dear Dinesh,

Welcome to VDart Group!

Thank you for exploring career opportunities with VDart Group. You have successfully completed our initial selection process and we are pleased to offer you a position of Associate-Global Finance with VDart Group, on the following terms and conditions

You will draw a CTC of 1,41,169 (One Lakh Forty One Thousand One Hundred And Sixty Nine Rupees Only) per annum excluding statutory deductions

- You will be entitled to Leave, Gratuity, Medical Insurance etc. in accordance with the Law / Company Policy from time to time
- Your initial place of posting will be at VDart Technologies, No.199/90, Dr Radhakrishnan Salai Road, Dwarka Colony, Mylapore, Chennai - 600004 and your actual place of posting will be communicated to you later and you will report for duty on June 20, 2022
- This letter of offer is subject to completing other joining formalities as specified and also successful completion of BGV. In case if there are any discrepancies then the offer will be void based on company policy. Upon completion of above said a detailed appointment letter will be given within one week from your joining.
- Annexure 1 will cover the Compensation break-up and mandatory documents required for joining
- You are required to submit your PAN / Aadhar number to HR on your joining

We look forward to you joining with our team. We are sure that you will have a long, rewarding and fulfilling career with our company.

Kindly sign the duplicate copy of this letter as a token of your acceptance to the above terms and conditions.

Thanking you,

Yours faithfully,

Mohana Sundaram  
Assistant General Manager - HR

B. Kalpana  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.

# Thales Data Learning Pvt. Ltd

Date: 09-03-2020

Mr. Dinesh K  
Chennai

Dear Dinesh K,

Subj: Letter of Offer

We appreciate your interest in working for Thales Data Learning Private Limited.

We are glad to extend you an offer as a result of your success in the initial phase of our selection process. This offer is dependent on your performance during the selection process and your profile. You have been chosen to fill the Grade A Software Engineer Trainee position.

Your gross salary including all benefits will be INR 3,20,000 /- per annum, as per the terms and conditions set out herein.

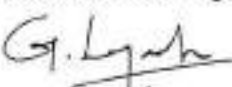
Please acknowledge with your signature to formally accept this offer. This offer will automatically be withdrawn if it is not accepted within 7 days, at which point it will be assumed that you are not interested in the position.

After you accept this offer, you will be given a joining letter indicating the details of your joining and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

At the time of joining, you are requested to bring the following documents without fail.

1. Copies of All Certificates in proof of your age, Qualification and experience.
2. Four number of passport size photo.
3. Medical Fitness Certificate.
4. Copy of any document like Driving license/ voter ID/ passport/ Ration card/ Aadhar Card in proof of your residence.
5. A photocopy of your pancard.

Thanking you,  
Thales Data Learning Private Limited

  
Director

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
RIVAKKAM, CHENNAI-600 077





Letter of Intent

April 19, 2022  
S.Dinesh kumar  
Prince Shri Venkateshwara Arts and Science College, Chennai  
Dear S.Dinesh kumar,

We are pleased to inform you that you have been provisionally short-listed for employment as "Trainee".

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in Chennai.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 3 months and on successful completion of your training you will be paid a salary of Rs. 3 Lac per annum.

You are required to sign a service agreement of 24 Months from the date of joining, in the event of service agreement breakage you will be required to pay a sum of Rs. 2 Lac.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please countersign, scan and email the document as your confirmation within a week of receiving this letter to [campusconnect@hexaware.com](mailto:campusconnect@hexaware.com)

Yours faithfully,

For HEXAWARE TECHNOLOGIES LIMITED

*Monica Mathur*

Monica Mathur  
Vice President, Recruitment-India & APAC

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.



**HEXAWARE TECHNOLOGIES LTD.**

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape,  
Navi Mumbai, 400710, Tel.: +91 22 6791 9595, Fax: +91 22 6791 9500  
(CIN): L72900MH1992PLCO69662 URL: [www.hexaware.com](http://www.hexaware.com)



Company Confidential

10<sup>th</sup> February'22

Dinesh L  
Chennai

Dear Dinesh

We are pleased to inform you that based on your application and subsequent discussions you had with us, it has been decided to provide you an opportunity to undergo on the job practical training at our **Connect Business Solutions Limited Offices / Centre** for a period of **12 Months** from Date of Joining. You shall report to the training on or before **10<sup>th</sup> February'22** falling which it will be deemed that the opportunity given to you is withdrawn automatically.

You shall undergo the training strictly in accordance with the scheme of training of the company. If found not satisfactory, the training period may be extended for a further period of one month or the opportunity given to you will be discontinued at the discretion of the Management.

During the period of training you will be placed in different work locations of the company and your first placement for training will be **Chennai**. You will undergo on the job training under the supervision of designated supervisors, informed to you at the start of training.

During the period of training you will be required to participate in the assessment process implemented by the company from time to time to assess your learning on the job and skill levels.

During the course of evaluation, if it is found that your learning is not up to the mark as per the expectations of the management, the opportunity given for training will be discontinued and you shall have no claim what so ever on the company.

This offer of training is subject to verification of the particulars submitted by you and in case any particulars submitted by you are found to be false or incorrect, your training will be terminated without notice and you are required to pay equivalent to the One month Stipend Amount in lieu of notice.

The company works in shifts and hence the on the job training will take place in all the shifts. In view of the same you are required to attend to your training in shifts as advised by the officials of the company from time to time.

If you undergo training regularly on all the working days of the company you would be eligible for the Leaves as per the company policy.

You shall follow the same working days, working hours and holidays of the company. You shall be regular to your training. If you fail to attend the training continuously for a period of 8 working days, it will be treated that you have discontinued the training and hence the company reserves its right to claim compensation from you.

You may discontinue the training within 6 months by giving 15 days' notice in writing to the company and similarly, the company may discontinue your training by giving 15 days' notice. After 6 months, if you discontinue the training, you are required to give 30 days' notice in writing to the company and similarly, the company may discontinue your training by giving 30 days' notice. Any deviation w.r.t the notice period is solely at the discretion of the company.

At any time, if your conduct, behavior, learning on the job etc., are not in conformity with the regulations and expectations of the company, your training will be discontinued without any notice & payment in lieu thereof.

You shall be entitled to a monthly stipend as per the below mentioned grid

\*\*\*\*\*

*B. Kalpana*  
*Jothi Lakshmi*  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
**GOWRIVAKKAM, CHENNAI-600 073.**  
A SUBSIDIARY OF QESS CORP





Letter of Intent

April 06, 2022  
B.Dinku Nijanthan  
Prince Shri Venkateshwara Arts and Science College, Chennai  
Dear B.Dinku Nijanthan,

We are pleased to inform you that you have been provisionally short-listed for employment as "Trainee".

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in Chennai.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 3 months and on successful completion of your training you will be paid a salary of Rs. 3 Lac per annum.

You are required to sign a service agreement of 24 Months from the date of joining, in the event of service agreement breakage you will be required to pay a sum of Rs. 2 Lac.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please countersign, scan and email the document as your confirmation within a week of receiving this letter to [campusconnect@hexaware.com](mailto:campusconnect@hexaware.com)

Yours faithfully,

For HEXAWARE TECHNOLOGIES LIMITED

*Monica Mathur*

Monica Mathur  
Vice President, Recruitment-India & APAC

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073

**HEXAWARE TECHNOLOGIES LTD.**

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape,  
Navi Mumbai, 400710. Tel.: +91 22 6791 9595. Fax: +91 22 6791 9500  
ICIN: L72900MH1992PLC069662 URL: [www.hexaware.com](http://www.hexaware.com)

18-05-2022

E.Divya  
Chennai

Subject: LETTER OF OFFER

Dear E.Divya

We thank you for your interest in discussing an opportunity to be part of **Just Dial Ltd.**

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before 01.06.2022.

The annual compensation calculated on Cost to Company will be **INR 204000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Your place of posting will be **Coimbatore**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited

*Madhulika Singh*

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-500 073

Madhulika Singh

Regional Head - Human Resources





# S.K.BIOTECH



No.154/4, Silvaigiri Road, Sentharapatti,  
Tamil Nadu 636110.

04282 227371

skbiotech@gmail.com

17th July 2020

## PROVISIONAL LETTER OF OFFER

To

Divya D

Prince Shri Venkateshwara Arts and Science College

Dear Divya,

Congratulations! With reference to the campus interview you had with us, we are pleased to offer you a position as Research Technician in the Chennai Office.

Your annual Compensation will be a sum of 1,50,000. The breakup of this will be provided on final offer letter.

Your first day of office will be August 03, 2020.

Note:

As an employee of S K Bio Tech, you are expected to abide by our Code of Conduct, which includes ethical behavior, honesty, respect for others, and compliance with all laws and regulations. You will also be required to sign a Non-Disclosure Agreement (NDA) to protect the confidential information of the company.

We require that you have a Bachelor's degree in a life science or a related field. Additionally, you should have excellent attention to detail, strong analytical and problem-solving skills, and the ability to work independently and as part of a team.

We look forward to you joining our company.

Sincerely,

Priya Kamalesh

Manager - HR

*B. Kalpana*  
**PRINCIPAL**

**PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.**



Letter of Intent

April 18, 2022

J.Divya

Prince Shri Venkateshwara Arts and Science College, Chennai

Dear J.Divya,

We are pleased to inform you that you have been provisionally short-listed for employment as "Trainee".

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in Chennai.

During the training period you will be entitled for a stipend of Rs. 15000/-pm for the period of 3 months and on successful completion of your training you will be paid a salary of Rs. 3 Lac per annum.

You are required to sign a service agreement of 24 Months from the date of joining, in the event of service agreement breakage you will be required to pay a sum of Rs. 2 Lac.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please countersign, scan and email the document as your confirmation within a week of receiving this letter to [campusconnect@hexaware.com](mailto:campusconnect@hexaware.com)

Yours faithfully,

For HEXAWARE TECHNOLOGIES LIMITED

*Monica Mathur*

Monica Mathur

Vice President, Recruitment-India & APAC

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
COWRIYAKKAM, CHENNAI-600 073.



HEXAWARE TECHNOLOGIES LTD.

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ICIN: L72900MH1992PLC069662 URL: [www.hexaware.com](http://www.hexaware.com)





**LETTER OF APPOINTMENT**

Date: 8<sup>th</sup> April 2022

Dear Divya Jyothi H

Employee ID: 1763

Further to your application for employment, and the subsequent interviews you had with us, we are delighted to offer you a position **Executive - Online Sales Dept** with **Navia Markets LTD.**, on the following terms and condition:

**1. Commencement of employment**

our employment will be effective from your date of joining, as on **1<sup>st</sup> - July - 2022**

**2. Salary**

Your Position will carry a CTC Compensation **Rs: 208957/-** (Rs: Two lakh eight thousand nine hundred fifty seven only) per annum, other details and benefits will be as set out in Annexure I, below.

**3. Working Day/Hours**

**Monday to Friday** the working hours are from **[09.00 AM] to [06.00 PM]** and on **Saturday [on 1<sup>st</sup>, 4<sup>th</sup>, & 5<sup>th</sup>]** the working hours are from **[10.00 AM] to [05.00 PM]**. **2<sup>nd</sup> and 3<sup>rd</sup> Saturday's and Sunday's** are Leave/Holiday.

The working hours are designed to meet and exceed customer requirement, if necessary the employee may be required to extend for additional hours depending on your responsibilities.

**4. Leave/Holidays**

You will be eligible for leave in accordance to leave policy.

**5. Probation**

You will be on probation for a period of **Three months** from the date of joining and the same will be reviewed at the end of three months. You will be confirmed in your appointment depending upon your performance and at the sole discretion of the Management.

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.

Registered & Corporate Office

**NAVIA MARKETS LIMITED**

'Ganga Griha' 4th & 5th Floor, No.9, Nungambakkam High Road, Chennai - 600 034.  
T: +91-44 3918 9449, Fax: 044-28214168, E-mail: support@tradepusonline.com, www.tradepusonline.com, CIN: U65993TN1994PLC010167 "Tradepus" is the online brand of Navia Markets Ltd.

HCL TECHNOLOGIES LTD.

Division: Business Services

B-34/3, Sector 59, Noida 301 301, UP, India

Tel +91 120 4364200, Fax +91 120 2589688

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi- 110019, India

CIN- L74140DL1991PLC046369

www.hclbpo.com

www.hcl.com

Date: December 10, 2020

**Private and Confidential**

**Dhivya. R**

**No.2, Sivaji Street, V.O.C. Nagar,**

**Pammal, Chennai,**

**Tamil Nadu, India - 600075**

**Dear Gayathri.,**

With reference to your application and subsequent interview, we are pleased to make you an offer - cum - appointment with **HCL Technologies Ltd., - BUSINESS SERVICES ("BSERV" or "HCL" or "Company")** as **Customer Service Representative**. You are required to report on December 11, 2020, at 09:00 a.m., at the address: **HCL Technologies Ltd., - BUSINESS SERVICES, Chennai-SEZ, SDB2 Sholinganallur 602/3.**

- Your annual compensation would be **Rs. 203000 Per annum**. A detailed structure of your compensation will be shared on your joining. Explanation of compensation structure and employee benefits have been detailed out in **Annexure B**.
- Please note that this **offer is valid till 7 days** subjected to your offer letter acceptance.
- Your offer is subject to you being **medically fit** at the time of joining the Company. For your pre-employment medical check-up, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining. If you are found medically unfit, this offer will stand withdrawn forthwith. Decision of the company, in that regard will be final & binding.
- All our operations function **24x7, 365 days in a calendar year**. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. Your working hours will be as advised to you by your superiors from time to time but **shall not exceed 48 hours** in a week. It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work.
- In accordance with the authorization on your application, your appointment is subject to your clearance of **Background Verification/Reference Check/any other test specified by the client** and genuiness of documents or information provided by you to the Company. You are

Signature of the employee

**HCL**

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 073.



# Global Content Transformation Private Limited

(A Unit of Aptara, Inc)

GCTPL/FPG/B1  
V Divya  
Chennai

June 03, 2022

## Sub: Letter of Intent

Dear Divya,

This is with reference to your application for a suitable employment in our organization, and the subsequent round of tests and interviews you had with us. We are very pleased to offer you the position of **Financial Associate** in our organization.

You are required to submit the following documents (photocopy) at the time of joining us:

- Proof of Identification (Photocopy of passport/Photo I.D Proof Signed By Class 1 Gazetted Officer/Election card/PAN Card)
- Address proof (Photocopy of ration card/driving license/rent agreement/landline phone/electric bill)
- All Educational/Professional certificates (School & College),
- Last drawn salary slip from the previous organization.
- Resignation Acceptance/Relieving certificate from previous employer, if applicable.
- Latest Form 16, if applicable,
- Medical certificate as per the attached Annexure.
- Six passport size photographs.
- Two Postcard size family photograph (in case unmarried – with mother and father, in case married – with spouse and children) for ESI, if applicable.
- Please bring your Original documents at the time of joining for the verification purpose.

You are required to join us on or before **June 06, 2022** at 9:30 a.m. sharp at **Global Content Transformation Private Ltd, 4th Floor, work easy space, 2/88 OMR, Seevaram, Saravana Matrix Tower LLP, OMR, Seevaram, Perungudi, Chennai 600096**, failing which this offer stands withdrawn. Your formal appointment letter shall be given to you after completion of your joining formalities.

Please submit the copy of Accepted Resignation Letter within 36 hours from the issue of LOI, failing which the LOI stands cancelled.

Look forward to a long & meaningful association with you.

Thanking you,  
For Global Content Transformation Pvt Ltd.

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.

Jaya Chandran  
General Manager – Human Resource

### Global Content Transformation Private Limited

Registered Office: Flat No. 36, 3rd Floor, Salkar Building, 79-80, Nehru Place, New Delhi – 110019, INDIA  
Works: Global Content Transformation Private Ltd, 4th Floor, Work Easy Space, 2/88 OMR,  
Seevaram, Saravana Matrix Tower LLP, OMR, Seevaram, Perungudi, Chennai 600096

APTARACORP.COM



Date: 15-Mar-22

Dear Divya S,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee - Technical Support**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

**TERMS AND CONDITIONS:**

1. **Gross Cost to Company:** The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakh Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be Rs. **2,26,000/-** (Rupees Two Lakh Twenty Six Thousand Only).
3. **Annual Variable Compensation.** Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **24,000/-** (Rupees Twenty Four Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's Intranet and get familiar with all the applicable policies and processes of the company.
4. **Other Benefits.** Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.

CSS Corp Private Limited

CIN:U72900TN2000PTC115034

Regd Address : Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai Tel: 91 44 66768000, www.csscorp.com



CONFIDENTIAL  
Date: 24th March, 2022

Dear Divya V,

Based on our recent discussion with you, we are pleased to extend an offer to join Higa Digital Pvt. Ltd. (The Company). This letter officially confirms the offered terms of your employment with The Company.

Your detailed salary structure will be as per Annexure 1 – Compensation Details. It includes allowances and statutory benefits and will be structured in accordance with The Company's policy.

The standard "Terms of Employment" will govern your employment with Higa Digital Pvt. Ltd.

On successful completion of the onboarding process, you will be taken through a 1-day induction process to understand the day-to-day activities.

**Job Title:** Associate Social Media Specialist

**Place of Employment:** Social Panga, No 9, 100 ft Road, 17th A Main Road, 2nd & 3rd Floor, Above Nature's Basket, Opp Sukh Sagar Restaurant, Koramangala 5th Block, Bengaluru - 560095.

**Work Timings:** 10:00 AM to 7:30 PM

**Date of Joining:** 10th May, 2022

**Probation Period:** 3 months from the date of joining.

**Notice Period:** 2 Months from the date of resignation.

**Holidays:** As per Company Policy

**Working Days:** Monday to Friday

Please note, Date of joining is subject to change based on external circumstances.

If you are agreeable to these terms, please send us your acceptance through email. Wish you all success in your career.

We look forward to having you join the Army and wish you the very best.

Regards  
Higa Digital Pvt. Ltd.

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 073.



### Annexure 1 - Compensation Details

Per Annum Compensation Details	Amount (INR)
Basic	1,95,000
HRA <sup>^</sup>	78,000
Conveyance	14,916
Medical Compensation	12,084
<b>Total Compensation</b>	<b>3,00,000</b>

Apart from this, you will be eligible to receive other benefits as per Company policy.

<sup>^</sup> HRA - Generally, the amount not taxable will be the least of the three: 40 % of Basic, HRA Received, and Rent less than 10 % of Basic.

*B. Kalpana*  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI - 600 073.



18-05-2022

S.Divyashri  
Chennai

Subject: LETTER OF OFFER

Dear S.Divyashri

We thank you for your interest in discussing an opportunity to be part of **Just Dial Ltd.**

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before 01.06.2022.

The annual compensation calculated on Cost to Company will be **INR 204000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited

*Madhulika*

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.

Madhulika Singh

Regional Head - Human Resources

Dear Ms K.Durga,

31<sup>st</sup> May 2022

This has reference to your application and subsequent discussion you had with us. We are pleased to offer you the position of **Social media manager & content writer**. First three months will be a training period and salary will be Rs, 15,000/- ( Rupees Fifteen thousand ). After three months the CTC will be revised based on the performance after a discussion with our directors.

This offer remains valid on the following conditions which are in accordance with the organizational process:

1. Medical fitness is key to your being able to contribute to the business, the onus of submitting a medical fitness report from a recognized medical doctor or a hospital rests with you, you may be asked to provide the medical fitness certificate upon your joining.
2. The Company gives enough focus on corporate governance and ethical practices at the workplace; you also agree that credential checks are fundamentally a good process to ascertain the background of the employee to be able to support the organizational process of ethics at the workplace. Therefore you agree that the company can do necessary credential checks/reference checks to ascertain your credential fit to occupy any position in the organization.
3. You declare that you do not have any relatives working in any firm that is in competition with Optimal Nutrition Protocol. Relatives are defined as any blood relations, cousins, in-laws, spouse and spouse relatives.
4. You declare that you do not have any legal / court cases pending against you in India or any part of the world.
5. You declare that you are not a director/partner in any firm.
6. You will join the Company at the mentioned office on or before 13<sup>th</sup> June 2022.
7. In the event the above is not favourable, you agree that the company can regret the offer without detailing any reasons further.
8. We would like to reiterate that this communication is private and confidential and not intended for perusal or information of any third party.

A detailed appointment letter will be issued to you, subsequent to your joining us. Kindly indicate on the copy of this letter your acceptance of our offer. We look forward to your being part of the group and we wish you the best. As per our company policy, you are required to carry the necessary documents (as per details enclosed) on the day of joining

For Optimal Nutrition Protocol,

Varsha Easwaran  
Founder Director

*B. Kalpane*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073

+91 98405 21650  
info@optimalnutritionprotocol.com  
www.optimalnutritionprotocol.com  
#7/15, Raja Veedhi, Cholaimedu, Chennai - 94





Date: 22.11.2021

Dear Mr./Mrs. Durka K

Congratulations!!! Welcome to Visionary RCM

You have been provisionally selected as Medical coder

Your Emoluments would be as follows:

Your CTC will be Rs.25000/- + Incentives

The details would be provided in the Appointment order.

You are requested to provide the following documents to complete the joining formalities. Your appointment letter would be issued once you submit the below documents.

1. Address proof
2. ID proof
3. Educational proof (Provisional Certificate)
4. Passport size photo (4 Nos)
5. Resume
6. Reference letter - 2 Nos

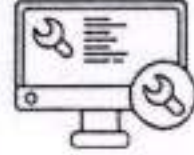
Your Date of joining - Should join on or before **July 1<sup>st</sup> 2022.**

Wishing you all the best!!

*Keith*  
HR - Campus Hiring

*B. Kalpane*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 077

Visionary RCM



## SPIRENSAVVY SOFTWARE SOLUTIONS PVT LTD

25<sup>th</sup> January 2022

To,  
Easwaran GM,  
Prince Shri Venkateshwara Arts and Science College

### Offer Letter

Dear Easwaran,

We are delighted to give you this letter of offer for the position of Web developer at our company Spirensavvy Software Solutions Pvt Ltd.

Your task will be to assist our software department and admin department in creating various software applications. We anticipate that you will use your knowledge, abilities, and creative suggestions to effectively investigate, design, and execute numerous types of software. The monthly CTC for your work will be Rs.17000.

After the completion of probationary period, you will receive extra benefits and the appointment letter. You must present yourself to the head of our human resources division on 23<sup>rd</sup> May 2022 at 10.00 AM.

We are glad to send you this letter extending an offer to work as Web Developer. On your first day on the job, you must sign it in front of Issuing Authority.

Thank you,

HR Director

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.

+91-9506773395

No. 102, Krishnarejpurem, Bengaluru, Karnataka 560016

spirensavvysoft@gmail.com





**Date: 15-Mar-22**

**Dear Durgadevi A,**

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee - Technical Support**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

**TERMS AND CONDITIONS:**

1. **Gross Cost to Company:** The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakh Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be Rs. **2,26,000/-** (Rupees Two Lakh Twenty Six Thousand Only).
3. **Annual Variable Compensation.** Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **24,000/-** (Rupees Twenty Four Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.
4. **Other Benefits.** Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

*B. Kalpana*  
**PRINCIPAL**

**PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE**

**GAWRIVAKKAM, CHENNAI-600 077**

**CSS Corp Private Limited**

CIN:U72900TN2000PTC115034

Regd Address : Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai Tel:91 44 66768000 ,www.csscorp.com

# Global Content Transformation Private Limited

(A Unit of Aptara, Inc)

GCTPL/FPG/B1  
Elcy John  
Chennai

June 03, 2022

Sub: Letter of Intent

Dear Elcy John,

This is with reference to your application for a suitable employment in our organization, and the subsequent round of tests and interviews you had with us. We are very pleased to offer you the position of **Financial Associate** in our organization.

You are required to submit the following documents (photocopy) at the time of joining us:

- Proof of Identification (Photocopy of passport/Photo I.D Proof Signed By Class 1 Gazetted Officer/Election card/PAN Card)
- Address proof (Photocopy of ration card/driving license/rent agreement/landline phone/electric bill)
- All Educational/Professional certificates (School & College).
- Last drawn salary slip from the previous organization.
- Resignation Acceptance/Relieving certificate from previous employer, if applicable.
- Latest Form 16, if applicable.
- Medical certificate as per the attached Annexure.
- Six passport size photographs.
- Two Postcard size family photograph (in case unmarried – with mother and father, in case married – with spouse and children) for ESI, if applicable.
- Please bring your Original documents at the time of joining for the verification purpose.

You are required to join us on or before **June 08, 2022 at 9:30 a.m. sharp** at **Global Content Transformation Private Ltd, 4th Floor, work easy space, 2/88 OMR, Seevaram, Saravana Matrix Tower LLP, OMR, Seevaram, Perungudi, Chennai 600096**, failing which this offer stands withdrawn. Your formal appointment letter shall be given to you after completion of your joining formalities.

Please submit the copy of Accepted Resignation Letter within 36 hours from the issue of LOI, failing which the LOI stands cancelled.

Look forward to a long & meaningful association with you.

Thanking you,  
For Global Content Transformation Pvt Ltd.

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM CHENNAI 600 073.

Jaya Chandran  
General Manager – Human Resource

**Global Content Transformation Private Limited**  
Registered Office: Flat No. 36, 3rd Floor, Seikar Building, 79-80, Nehru Place, New Delhi – 110019, INDIA  
Works: Global Content Transformation Private Ltd, 4th Floor, Work Easy Space, 2/88 OMR, Seevaram, Saravana Matrix Tower LLP, OMR, Seevaram, Perungudi, Chennai 600096

APTARACORP.COM



**Sutherland Global Services Private Ltd.**  
**Annexure**

Name of the Employee: Gajendar Singh G  
Designation: Associate-CS Internet  
Date of Joining: June 17, 2022  
Level: 1

Components	Rs. Per month	Rs. Per annum
<b>FIXED PAY (A)</b>		
Basic Salary	5,234.00	62,812.00
House Rent Allowance	2,617.00	31,406.00
Bonus	1,907.00	22,879.00
Medical Reimbursement	1,250.00	15,000.00
Special Allowance	3,197.00	38,366.00
<b>SKILL BASED PAY (B)</b>		
Skill Based Pay	750.00	9,000.00
<b>Gross Salary (A + B)</b>	14,955.00	179,463.00
<b>PERFORMANCE INCENTIVE (C)</b>		
Performance Incentive	2,750.00	24,750.00
<b>STATUTORY BENEFITS AND INSURANCE (D)</b>		
Employer's Contribution to PF	1,481.00	17,767.00
Gratuity	252.00	3,020.00
<b>CTC ( A + B + C + D )</b>	18,750.00	225,000.00
Net Salary (Gross-PF-ESI)	13,363.00	160,350.00
Potential Earning (Net Salary + Performance Incentive)	16,113.00	185,100.00

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.



June 06, 2022

Dear Enoch De Benjamin G,

**Congratulations! We welcome you to the family of Sutherland!**

With reference to the discussions you had with us, we are pleased to make an Offer of Employment with us as **Associate-CS Internet** in the Company. Please note that this position is subject to clearance of background verification. You need to submit all relevant documents for back ground verification within 10 days from your Date of Joining. In case you fail to submit the documents within the prescribed period we will initiate appropriate action against you as deemed appropriate by the Company. You are requested to join us **on or before June 13, 2022** on the following terms and conditions.

Your place of posting will be initially at **Chennai**. However during your employment with us you may be posted or transferred/attached to any other units/companies/ offices or clients of The Sutherland Group either in India or Abroad at the sole discretion of the Management.

Your emoluments by way of Annual Cost to the Company is **Rs.225,000.00 /-** per annum (Rupees Two Lakhs Twenty Five Thousand Only), the details of which are given in the annexure of the appointment letter.

You shall report to **Shiva Thangavel** of the company or any authorized person nominated by the company from time to time, who will in turn assign your role, duties and responsibilities in the company.

You may be required to work in shift system of the company as intimated to you from time to time.

You are governed by the "Sutherland's Code of Conduct as updated from time to time" of the company which are in force or may come in force from time to time. You will also execute a service and confidentiality agreement as applicable to employees of your category from time to time.

You would be on probation for a period of 6 months and either party can terminate this contract of employment in 15 days advance notice or pay salary in lieu of the same to the other party. On completion of 6 months, your services will be deemed to be confirmed automatically unless informed otherwise in writing. On confirmation, either party can terminate this contract for employment by giving 60 days advance notice or pay salary in lieu of the same to the other party. You understand and agree that if you do not complete the notice period the Company may be subject to losses or irreparable damages. Hence, the Company may, at its sole discretion, reject payment in lieu of notice period, and require you to complete the notice period in accordance with the employment contract, including any changes/amendments to the notice period, duly communicated to you without you having objected to the same within one month of such communication. If you fail to do so, the Company shall be entitled to sue you for specific performance of the contract as also claim ascertained damages.

Your employment is subject to successful and satisfactory clearance of background verification which is a continues process and if any discrepancy is observed during the course of background verification which is against the policies of the Company, we will take appropriate action including immediate cessation of your employment without any further liability to Company.

The company reserves the right to terminate your employment on grounds of unauthorized absence from duty, non-performance, misconduct, fraud, negligence, theft, willful violation of the company rules,

*B. Kalpana*  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
GOMTI IVAKKAM, CHENNAI-600 079



**Sutherland Global Services Private Ltd.**  
**Annexure**

Name of the Employee: Enoch De Benjamin G  
Designation: Associate-CS Internet  
Date of Joining: June 13, 2022  
Level: 1

Components	Rs. Per month	Rs. Per annum
<b>FIXED PAY (A)</b>		
Basic Salary	5,234.00	62,812.00
House Rent Allowance	2,617.00	31,406.00
Bonus	1,907.00	22,879.00
Medical Reimbursement	1,250.00	15,000.00
Special Allowance	3,197.00	38,366.00
<b>SKILL BASED PAY (B)</b>		
Skill Based Pay	750.00	9,000.00
<b>Gross Salary (A + B)</b>	14,955.00	179,463.00
<b>PERFORMANCE INCENTIVE (C)</b>		
Performance Incentive	2,750.00	24,750.00
<b>STATUTORY BENEFITS AND INSURANCE (D)</b>		
Employer's Contribution to PF	1,481.00	17,767.00
Gratuity	252.00	3,020.00
<b>CTC (A + B + C + D)</b>	18,750.00	225,000.00
Net Salary (Gross-PF-ESI)	13,363.00	160,350.00
Potential Earning (Net Salary + Performance Incentive)	16,113.00	185,100.00

*B. Calpana*  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
GOWRIVAKKAM, CHENNAI-600 872



May 10, 2022

Ganapathi V,  
Chennai

Invitation to join Hashtag Inc.

Dear Ganapathi V,

We are pleased to extend an offer of employment to you based on your performance during our assessment process. We believe you are a great fit for the role of **Graphic Design Associate** at our agency.

We offer talented and motivated individuals an opportunity to build skills and competencies that will last a lifetime. Our compensation structure generously rewards high performance. Hashtag Inc.'s strong people-oriented culture and values are another area that sets us apart and we care deeply about the individuals we employ.

While our environment is challenging and requires motivation and commitment to succeed, you will expand your professional capabilities and become part of the Hashtag Inc. family.

Enclosed you will find:

- A formal letter with your offer details (one copy for you to sign and return to us, one copy for your retention)

If at any time you have questions on our offer, the role or about our environment, please contact Kothai [Phone: 7904960344; email: [hr@hashtaginc.co.in](mailto:hr@hashtaginc.co.in)] with any questions you may have.

Congratulations, we are very excited to have you join us!

Yours sincerely,

Adithya S  
Co-Founder

Chirag Kinger  
Co-Founder

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.





### Compensation Overview

Name: Ganapathi V

Title: Graphic Design Associate

Sl.	Earning Head	Per Month (Rs.)	Annual (Rs.)
1	Basic Salary	9,900.00	1,18,800.00
2	House Rent Allowance (HRA)	6,300.00	75,600.00
3	Special Pay Allowance	1,800.00	21,600.00
A	Gross Salary	18,000.00	2,16,000.00
B	Less: Professional Tax	208.00	2,496.00
C	Net In-Hand Salary	17,792.00	2,13,504.00

Note: The above compensation package should not be discussed with anyone other than the undersigned.

Authorised signatory

Acceptance signature

B. Kalpana  
PRINCIPAL  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073



May 10, 2022

Ganesh S,  
Chennai

Invitation to join Hashtag Inc.

Dear Ganesh S,

We are pleased to extend an offer of employment to you based on your performance during our assessment process. We believe you are a great fit for the role of **Graphic Design Associate** at our agency.

We offer talented and motivated individuals an opportunity to build skills and competencies that will last a lifetime. Our compensation structure generously rewards high performance. Hashtag Inc.'s strong people-oriented culture and values are another area that sets us apart and we care deeply about the individuals we employ.

While our environment is challenging and requires motivation and commitment to succeed, you will expand your professional capabilities and become part of the Hashtag Inc. family.

Enclosed you will find:

- A formal letter with your offer details (one copy for you to sign and return to us, one copy for your retention)

If at any time you have questions on our offer, the role or about our environment, please contact Kothai [Phone: 7904960344; email: [hr@hashtaginc.co.in](mailto:hr@hashtaginc.co.in)] with any questions you may have.

Congratulations, we are very excited to have you join us!

Yours sincerely,

Adithya S  
Co-Founder

Chiraag Kinger  
Co-Founder

B. Kalpana  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.





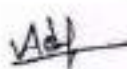

### Compensation Overview

Name: Ganesh S

Title: Graphic Design Associate

Sl.	Earning Head	Per Month (Rs.)	Annual (Rs.)
1	Basic Salary	9,900.00	1,18,800.00
2	House Rent Allowance (HRA)	6,300.00	75,600.00
3	Special Pay Allowance	1,800.00	21,600.00
A	Gross Salary	18,000.00	2,16,000.00
B	Less: Professional Tax	208.00	2,496.00
C	Net In-Hand Salary	17,792.00	2,13,504.00

Note: The above compensation package should not be discussed with anyone other than the undersigned.

Authorised signatory



Acceptance signature

**B. Kalpana**  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
COMRIVAKKAM, CHENNAI 600 073.

18-05-2022

K.Gayathri  
Chennai

Subject: LETTER OF OFFER

Dear K.Gayathri

We thank you for your interest in discussing an opportunity to be part of **Just Dial Ltd.**

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before 01.06.2022.

The annual compensation calculated on Cost to Company will be **INR 204000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Your place of posting will be **Coimbatore**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited

*Madhulika*

Madhulika Singh

Regional Head - Human Resources

*B. Kalpana*  
**PRINCIPAL**

PRINCE SHRI VENKATESHWAR  
ARTS AND SCIENCE COLLEGE  
GOWRIYAKKAM, CHENNAI-600 077



## Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	K.Gayathri	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	01-06-2022	
CTC	204000/- per annum	
	Monthly	Annual
<b>Pay structure</b>		
<b>Fixed Components</b>		
Basic	9922	119064
House Rent Allowance (HRA)	4588	55056
Attire Allowance	0	0
Field Allowance	0	0
<b>Salary (C1)</b>	<b>14510</b>	<b>174120</b>
<b>Statutory Components</b>		
Employer PF Contribution	1191	14292
Employer ESIC Contribution	472	5664
<b>Benefit's(C2)</b>	<b>1663</b>	<b>19956</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
Statutory Bonus	827	9924
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>17000</b>	<b>204000</b>
<b>Deductions</b>		
Employee PF Contribution	1191	14292
Employee ESIC Contribution	109	1308
<b>Total Deductions (b)</b>	<b>1300</b>	<b>15600</b>
<b>*Net Take Home (a - b - C2)</b>	<b>14037</b>	<b>168444</b>
<b>Total CTC</b>	<b>17000</b>	<b>204000</b>

\* Net Take Home is subject to applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,  
For Just Dial Limited

*Madhulika*

Madhulika Singh

Regional Head - Human Resources

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073



Date: 22.11.2021

Dear Mr./Mrs. Gayathri R

Congratulations!!! Welcome to Visionary RCM

You have been provisionally selected as Medical coder

Your Emoluments would be as follows:

Your CTC will be **Rs.25000/- + Incentives**

The details would be provided in the Appointment order.

You are requested to provide the following documents to complete the joining formalities. Your appointment letter would be issued once you submit the below documents.

1. Address proof
2. ID proof
3. Educational proof (Provisional Certificate)
4. Passport size photo (4 Nos)
5. Resume
6. Reference letter - 2 Nos

Your Date of joining - Should join on or before **July 1<sup>st</sup> 2022.**

Wishing you all the best!!

  
HR - Campus Hiring

  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIYAKKAM, CHENNAI-600 073.

Visionary RCM







Letter of Intent

April 18, 2022  
G.Gokul  
Prince Shri Venkateshwara Arts and Science College, Chennai  
Dear G.Gokul,

We are pleased to inform you that you have been provisionally short-listed for employment as "Trainee".

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in Chennai.

During the training period you will be entitled for a stipend of Rs. 15000/-pm for the period of 3 months and on successful completion of your training you will be paid a salary of Rs. 3 Lac per annum.

You are required to sign a service agreement of 24 Months from the date of joining, in the event of service agreement breakage you will be required to pay a sum of Rs. 2 Lac.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please countersign, scan and email the document as your confirmation within a week of receiving this letter to [campusconnect@hexaware.com](mailto:campusconnect@hexaware.com)

Yours faithfully,

For HEXAWARE TECHNOLOGIES LIMITED

*Monica Mathur*

Monica Mathur  
Vice President, Recruitment-India & APAC

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
COWRIYAKKAM CHENNAI-600 073.



HEXAWARE TECHNOLOGIES LTD.

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape,  
Navi Mumbai, 400710, Tel.: +91 22 6791 9595, Fax: +91 22 6791 9500  
ICIN: L72900MH1992PLC069662 URL: [www.hexaware.com](http://www.hexaware.com)



# Global Content Transformation Private Limited

(A Unit of Aptara, Inc)

GCTPL/FPG/B1  
N Gokul Krishnan  
Chennai

June 03, 2022

## Sub: Letter of Intent

Dear Gokul Krishnan,

This is with reference to your application for a suitable employment in our organization, and the subsequent round of tests and interviews you had with us. We are very pleased to offer you the position of **Financial Associate** in our organization.

You are required to submit the following documents (photocopy) at the time of joining us:

- Proof of Identification (Photocopy of passport/Photo I.D Proof Signed By Class 1 Gazetted Officer/Election card/PAN Card)
- Address proof (Photocopy of ration card/driving license/rent agreement/landline phone/electric bill)
- All Educational/Professional certificates (School & College).
- Last drawn salary slip from the previous organization.
- Resignation Acceptance/Relieving certificate from previous employer, if applicable.
- Latest Form 16, if applicable.
- Medical certificate as per the attached Annexure.
- Six passport size photographs.
- Two Postcard size family photograph (in case unmarried – with mother and father, in case married – with spouse and children) for ESI, if applicable.
- Please bring your Original documents at the time of joining for the verification purpose.

You are required to join us on or before **June 08, 2022** at **9:30 a.m.** sharp at **Global Content Transformation Private Ltd, 4th Floor, work easy space, 2/88 OMR, Seevaram, Saravana Matrix Tower LLP, OMR, Seevaram, Perungudi, Chennai 600096**, failing which this offer stands withdrawn. Your formal appointment letter shall be given to you after completion of your joining formalities.

Please submit the copy of Accepted Resignation Letter within 36 hours from the Issue of LOI, failing which the LOI stands cancelled.

Look forward to a long & meaningful association with you.

Thanking you,  
For Global Content Transformation Pvt Ltd.

Jaya Chandran  
General Manager – Human Resource

### Global Content Transformation Private Limited

Registered Office: Flat No. 36, 3rd Floor, Salkar Building, 79-80, Nehru Place, New Delhi – 110019, INDIA  
Works: Global Content Transformation Private Ltd, 4th Floor, Work Easy Space, 2/88 OMR, Seevaram, Saravana Matrix Tower LLP, OMR, Seevaram, Perungudi, Chennai 600096

APTARACORP.COM

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.

# Global Content Transformation Private Limited

(A Unit of Aptara, Inc)

<b>Name</b>	N Gokul Krishnan
<b>Designation</b>	Financial Associate
<b>Date of Joining</b>	June 08,2022

Level:BI	INR
Gross	15,229.00
Basic	12,691.00
Statutory Bonus	2,538.00
PF	1,523.00
Employers ESI	495.00
Personal Accident	60.00
Gratuity	610.00
<b>TOTAL RETIRAL</b>	<b>2,688.00</b>
<b>GROSS</b>	<b>15,229.00</b>
<b>CTC</b>	<b>17,917.00</b>
<b>CTC (PA)</b>	<b>2,15,004.00</b>

**Note:**

- Gratuity amount would be payable only in accordance with the conditions as contained in The Payment of Gratuity Act 1972.
- Your CTC would be revised on successfully completion of probation period based on individual performance.

For Global Content Transformation Pvt Ltd.

Jaya Chandran  
General Manager – Human Resources

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 072

**Global Content Transformation Private Limited**

Registered Office: Flat No. 36, 3rd Floor, Satkar Building, 79-80, Nehru Place, New Delhi – 110019, INDIA  
Works: Global Content Transformation Private Ltd, 4th Floor, Work Easy Space, 2/85 OMR,  
Seevaram, Saravana Matrix Tower LLP, OMR, Seevaram, Perungudi, Chennai 600096



18-05-2022

P.Gokulakrishnan  
Chennai

Subject: LETTER OF OFFER

Dear P.Gokulakrishnan

We thank you for your interest in discussing an opportunity to be part of **Just Dial Ltd.**

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before 01.06.2022.

The annual compensation calculated on Cost to Company will be **INR 204000/-** which is detailed in the Annexure. The payments of monthly remuneration, Incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Your place of posting will be **Coimbatore**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited

*Madhulika*

Madhulika Singh

Regional Head - Human Resources

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.

## Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	P.Gokulakrishnan	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	01-06-2022	
CTC	204000/- per annum	
<b>Pay structure</b>	<b>Monthly</b>	<b>Annual</b>
<b>Fixed Components</b>		
Basic	9922	119064
House Rent Allowance (HRA)	4588	55056
Attire Allowance	0	0
Field Allowance	0	0
<b>Salary (C1)</b>	<b>14510</b>	<b>174120</b>
<b>Statutory Components</b>		
Employer PF Contribution	1191	14292
Employer ESIC Contribution	472	5664
<b>Benefit's(C2)</b>	<b>1663</b>	<b>19956</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
Statutory Bonus	827	9924
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>17000</b>	<b>204000</b>
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<b>*Net Take Home (a - b - C2)</b>	<b>14037</b>	<b>168444</b>
<b>Total CTC</b>	<b>17000</b>	<b>204000</b>

\* Net Take Home is subject to applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,  
For Just Dial Limited

*Madhulika*

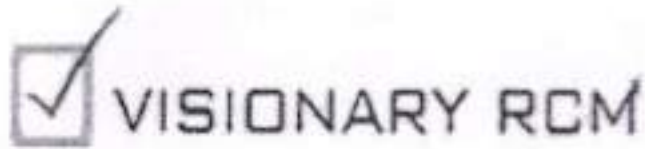
Madhulika Singh

Regional Head - Human Resources

*B. Kalpana*  
**PRINCIPAL**

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.





Date: 22.11.2021

Dear Mr./Mrs. Gomathi B

Congratulations!!! Welcome to Visionary RCM

You have been provisionally selected as Medical coder

Your Emoluments would be as follows:

Your CTC will be Rs.25000/- + Incentives

The details would be provided in the Appointment order.

You are requested to provide the following documents to complete the joining formalities. Your appointment letter would be issued once you submit the below documents.

1. Address proof
2. ID proof
3. Educational proof (Provisional Certificate)
4. Passport size photo (4 Nos)
5. Resume
6. Reference letter - 2 Nos

Your Date of joining - Should join on or before July 1<sup>st</sup> 2022.

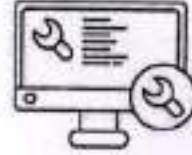
Wishing you all the best!!

  
HR - Campus Hiring

  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073

Visionary RCM

  
**PRINCIPAL**  
AVS COLLEGE OF ARTS & SCIENCE  
HAMALINGAPURAM  
SALEM-606 106



## SPIRENSAVVY SOFTWARE SOLUTIONS PVT LTD

25<sup>th</sup> January 2022

To,  
Gomathi V,  
Prince Shri Venkateshwara Arts and Science College

### Offer Letter

Dear Gomathi,

We are delighted to give you this letter of offer for the position of Operation Executive at our company Spirensavvy Software Solutions Pvt Ltd.

Your task will be to assist our software department and admin department in creating various software applications. We anticipate that you will use your knowledge, abilities, and creative suggestions to effectively investigate, design, and execute numerous types of software. The monthly CTC for your work will be Rs.17000.

After the completion of probationary period, you will receive extra benefits and the appointment letter. You must present yourself to the head of our human resources division on 23<sup>rd</sup> May 2022 at 10.00 AM.

We are glad to send you this letter extending an offer to work as an Operation Executive. On your first day on the job, you must sign it in front of Issuing Authority.

Thank you,

HR Director

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.

+91-9566773395

No. 102, Krishnarajpuram, Bengaluru, Karnataka 560016

spirensavvysoft@gmail.com



23-Jul-2022

Dear GOPALAKRISHNAN V,

We are pleased to offer you the position of FINANCIAL SERVICES CONSULTANT at Level - 1 of our Company.

Components	Components Rs. Per annum
Basic	81,000
Supplementary Allowance	99,000
Employer's Contribution to PF	21,600
Statutory Bonus	7,000
Gratuity	3,894
Flexible Compensation Pay	57,506
Total Fixed Pay	270,000.00

The Company reserves the right to conduct background checks including your antecedent, Education and employment. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.

Please note that this offer is made and is valid subject to your acceptance of the term/conditions of employment with us and may be withdrawn/modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by us to have been suppressed/misrepresented by you or any action on your part is found to be in contravention to the terms and conditions of employment or the Company's Code of Conduct or any Applicable Anti-Bribery Law and the Anti-Corruption and Bribery Policy of the Company. This offer letter may be withdrawn by the Company without assigning any reason whatsoever for such withdrawal. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned above.

The Company shall have the right to transfer you to any of its departments / offices or depute you to group companies, anywhere in India. In case of deputation to a group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable.

# CADMAXX

## OFFER LETTER

Ref : CADMAXX/HR/3024/2022

Mr. Gopinath V  
Chennai.

Date: 17th February 2022

Congratulations!! We refer to your application for the post **Associate** and subsequent interview you had with us. We are pleased to offer the above-mentioned post with following terms and conditions.

### Terms and conditions:

1. The offer is for the post of **Associate**.
2. Remuneration will be **Rs. 14300/- (Fourteen Thousand Three hundred Only)** per month consolidated, subject to taxation as per laws. At Present there is a deduction of 10% TDS.
3. You are expected to report for duty by **18th February 2022**.
4. You have to abide all the rules and regulation of **M/s Cadmaxx Solutions Pvt Ltd, Chennai**. Any violations of company policies, misconduct constitute grounds for immediate dismissal.
5. The present work location will be **Chennai**. If needed you should be ready to relocate to any other location based on client requirements and assignments.
6. This contract is purely based on the project work specific in nature.
7. For Resignation - Notice period of one month should be served.
8. You should sign a standard non-disclosure agreement regarding confidentiality of the company information.
9. You shall submit a copy of following documents at the time of joining.
  - a. Relieving Letter / Resignation acceptance letter from previous employer.
  - b. Certificates / Proof of qualifications and date of birth,
  - c. Passport size photographs (2)
  - d. Proof of PAN Number/PAN card.
10. This Offer is subject to you being found medically fit to take up this job.
11. As a token of acceptance please sign the duplicate copy of this letter and return to us on or before **18th February 2022**.

If any of the above requirements i.e. submission of documents are not complied within the time lines specified herein, this offer would stand withdrawn at the sole discretion of the Management.

CADMAXX

Digitally signed by Bandu G. S.,  
Director Operations  
Date: 2022.02.17 12:15:06 +05'30'

*B. Kalpane*  
PRINCIPAL

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.

Cadmaxx Solutions Pvt. Ltd.,

# 2099, 5th Main, 2nd Cross, R.P.G. Layout,  
Vijayanagar, Bangalore-560 104. Ph. +91-80-  
41270467/2314815. [www.cadmaxx.com](http://www.cadmaxx.com) CIII





You are required to submit the requisite documents & proofs of successful completion of your graduation course within 6 months of joining the organization.

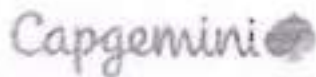
We look forward to your joining the company and wish you a long and successful career with the organization.

Best Regards,

*Subhashish Banerji*

Subhashish Banerji  
Executive Vice President  
Human Resources  
ICICI Prudential Life Insurance Co. Ltd.

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 07



Capgemini Technology Services India Limited  
(Formerly known as ADATE Global Solutions Limited)  
A Unit of Capgemini SE, France - Bengaluru, India  
C-447 - 2nd Floor, Mariner Techno Park  
Vidya Nagar, Bengaluru - 560025 | Phone: 080 2279442121  
www.capgemini.com/india

**Superset ID: 1826479**

**Letter of Intent ("LOI")**

Dear Goutham Dinesh G,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst and A3** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.



## ANNEXURE 1

**Goutham Dinesh G**  
**Associate and A3**

You will be under probation for six (6) months from your date of joining Caggemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. On completion of 1 year of service from your date of joining, you will receive a fixed incentive of **INR 25,000 (Rupees Twenty-Five thousand only)**.

Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment.

**For & On Behalf of Caggemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**

**B. Kalpana**  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
**POWRIVAKKAM, CHENNAI-600 073.**

18-05-2022

V.Gowsikan  
Chennai

Subject: LETTER OF OFFER

Dear V.Gowsikan

We thank you for your interest in discussing an opportunity to be part of **Just Dial Ltd.**

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before 01.06.2022.

The annual compensation calculated on Cost to Company will be **INR 204000/-** which is detailed in the Annexure. The payments of monthly remuneration, incentive are subject to you achieving Performance Levels in accordance with performance policy and company policy which will be intimated to you from time to time.

Your place of posting will be **Chennai**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited

*Madhulika*

Madhulika Singh

Regional Head - Human Resources

*B. Kalpana*  
**PRINCIPAL**

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.



## Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	V.Gowsikan	
Department	Sales	
Designation	Certified Internet Consultant	
Effective Date	01-06-2022	
CTC	204000/- per annum	
<b>Pay structure</b>	<b>Monthly</b>	<b>Annual</b>
<b>Fixed Components</b>		
Basic	9922	119064
House Rent Allowance (HRA)	4588	55056
Attire Allowance	0	0
Field Allowance	0	0
<b>Salary (C1)</b>	<b>14510</b>	<b>174120</b>
<b>Statutory Components</b>		
Employer PF Contribution	1191	14292
Employer ESIC Contribution	472	5664
<b>Benefit's(C2)</b>	<b>1663</b>	<b>19956</b>
<b>Reimbursements</b>		
Sodexo	0	0
Conveyance Reimbursement	0	0
Fuel Reimbursement	0	0
<b>Reimbursements(C3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>827</b>	<b>9924</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>17000</b>	<b>204000</b>
<b>Deductions</b>		
Employee PF Contribution	1191	14292
Employee ESIC Contribution	109	1308
<b>Total Deductions (b)</b>	<b>1300</b>	<b>15600</b>
<b>*Net Take Home (a - b - C2)</b>	<b>14037</b>	<b>168444</b>
<b>Total CTC</b>	<b>17000</b>	<b>204000</b>

\* Net Take Home is subject to applicable taxes, deductions, performance policy and company policy intimated to you from time to time.

Yours sincerely,  
For Just Dial Limited

*Madhulika*

Madhulika Singh

Regional Head - Human Resources

*B. Kalpana*  
**PRINCIPAL**

PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073.



**Letter of Intent**

April 18, 2022  
A.Gurumoorthy  
Prince Shri Venkateshwara Arts and Science College, Chennai  
Dear A.Gurumoorthy,

We are pleased to inform you that you have been provisionally short-listed for employment as "Trainee".

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in Chennai.

During the training period you will be entitled for a stipend of Rs. 15000/-pm for the period of 3 months and on successful completion of your training you will be paid a salary of Rs. 3 Lac per annum.

You are required to sign a service agreement of 24 Months from the date of joining, in the event of service agreement breakage you will be required to pay a sum of Rs. 2 Lac.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please countersign, scan and email the document as your confirmation within a week of receiving this letter to [campusconnect@hexaware.com](mailto:campusconnect@hexaware.com)

Yours faithfully,

For HEXAWARE TECHNOLOGIES LIMITED

*Monica Mathur*

Monica Mathur  
Vice President, Recruitment-India & APAC

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073



**HEXAWARE TECHNOLOGIES LTD.**

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape, Navi Mumbai, 400710, Tel. : +91 22 6791 9595, Fax : +91 22 6791 9500  
(CIN) : L72900MH1992PLC089662 URL: [www.hexaware.com](http://www.hexaware.com)



# Global Content Transformation Private Limited

(A Unit of Aptara, Inc)

GCTPL/FPG/B1  
Guruprasath G  
Chennai

June 03, 2022

## Sub: Letter of Intent

Dear Guruprasath,

This is with reference to your application for a suitable employment in our organization, and the subsequent round of tests and interviews you had with us. We are very pleased to offer you the position of **Financial Associate** in our organization.

You are required to submit the following documents (photocopy) at the time of joining us:

- Proof of Identification (Photocopy of passport/Photo I.D Proof Signed By Class 1 Gazetted Officer/Election card/PAN Card)
- Address proof (Photocopy of ration card/driving license/rent agreement/landline phone/electric bill)
- All Educational/Professional certificates (School & College).
- Last drawn salary slip from the previous organization.
- Resignation Acceptance/Relieving certificate from previous employer, if applicable.
- Latest Form 16, if applicable.
- Medical certificate as per the attached Annexure.
- Six passport size photographs.
- Two Postcard size family photograph (in case unmarried – with mother and father, in case married – with spouse and children) for ESI, if applicable.
- Please bring your Original documents at the time of joining for the verification purpose.

You are required to join us on or before **June 08, 2022** at **9:30 a.m.** sharp at **Global Content Transformation Private Ltd, 4th Floor, work easy space, 2/88 OMR, Seevaram, Saravana Matrix Tower LLP, OMR, Seevaram, Perungudi, Chennai 600096**, failing which this offer stands withdrawn. Your formal appointment letter shall be given to you after completion of your joining formalities.

Please submit the copy of Accepted Resignation Letter within 36 hours from the issue of LOI, failing which the LOI stands cancelled.

Look forward to a long & meaningful association with you.

Thanking you,  
For Global Content Transformation Pvt Ltd.

Jaya Chandran  
General Manager – Human Resource

*B. Kalpane*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 073

**Global Content Transformation Private Limited**

Registered Office: Flat No. 36, 3rd Floor, Satkar Building, 79-80, Nehru Place, New Delhi – 110019, INDIA  
Works: Global Content Transformation Private Ltd, 4th Floor, Work Easy Space, 2/88 OMR,  
Seevaram, Saravana Matrix Tower LLP, OMR, Seevaram, Perungudi, Chennai 600096

APTARACORP.COM

# Global Content Transformation Private Limited

(A Unit of Aptara, Inc)

Name	Guruprasath G
Designation	: Financial Associate
Date of Joining	: June 08,2022

Level:BI	INR
Gross	15,229.00
Basic	12,691.00
Statutory Bonus	2,538.00
PF	1,523.00
Employers ESI	495.00
Personal Accident	60.00
Gratuity	610.00
<b>TOTAL RETIRAL</b>	<b>2,688.00</b>
<b>GROSS</b>	<b>15,229.00</b>
<b>CTC</b>	<b>17,917.00</b>
<b>CTC (PA)</b>	<b>2,15,004.00</b>

**Note:**

- Gratuity amount would be payable only in accordance with the conditions as contained in The Payment of Gratuity Act 1972.
- Your CTC would be revised on successfully completion of probation period based on individual performance.

For Global Content Transformation Pvt Ltd.

Jaya Chandran  
General Manager – Human Resources

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
GOWRIVAKKAM, CHENNAI-600 077

**Global Content Transformation Private Limited**

Registered Office: Flat No. 36, 3rd Floor, Salkar Building, 79-80, Nehru Place, New Delhi – 110019, INDIA  
Works: Global Content Transformation Private Ltd, 4th Floor, Work Easy Space, 2:35 OMR,  
Seevaram, Seravana Matrix Tower LLP, OMR, Seevaram, Parungudi, Chennai 600096



Date: March 11, 2022  
Ref: LTI/HR/Campus/NE6/2022  
Name: H.MERLIN MARGARET  
College: Prince Shri Venkateshwara Arts and Science College

OFFER OF EMPLOYMENT

Dear H.MERLIN MARGARET,

Welcome to LTI [hereinafter referred as the "Company"]. Congratulations on successfully completing our initial selection process and being selected as Associate Trainee.

During the initial training period, your CTC including all benefits will be Rs.3,14,000/- as per the details mentioned in 'Annexure-1'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in 'Annexure-2'.

In the event that the compensation package requires restructuring in order to comply with the proposed Code on Social Security, 2020, your compensation will be restructured in a manner that will be cost neutral for the Company.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

TERMS AND CONDITIONS

- 1. Increments and Promotions**  
Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.
- 2. Overseas Deputation/International Assignment**  
It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.  
Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.
- 3. Documents**  
Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

Date: March 11, 2022  
Ref: LTI/HR/Campus/NE6/2022  
Name: HARI HARA SUDAN P  
College: Prince Shri Venkateshwara Arts and Science College

OFFER OF EMPLOYMENT

Dear HARI HARA SUDAN P,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as Associate Trainee.

During the initial training period, your CTC including all benefits will be Rs.3,14,000/- as per the details mentioned in 'Annexure-1'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in 'Annexure-2'.

In the event that the compensation package requires restructuring in order to comply with the proposed Code on Social Security, 2020, your compensation will be restructured in a manner that will be cost neutral for the Company.

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Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.
- 3. Documents**  
Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.



## ANNEXURE-1

Name : H.MERLIN MARGARET		Date : March 11, 2022	
Salary Grade : AT1			
Components	Rs. p.a.	Rs. p.m.	
Basic			15,000
Bouquet of Benefits			6,015
Bonus			1750
A. Base Salary (PA)	273,180		22,765
Annual Incentive	0		
B. Total Variable (PA)	0		
C. Total Target Cash (A+B)	273,180		
Provident Fund (PF)	21,600		1,800
Gratuity	8,664		722
Mediclaime Premium	10,556		
D. Retirals & Other Benefits	40,820		
Cost to Company (CTC) C+D	314,000		

*B. Kalpana*  
**PRINCIPAL**  
PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
COWRIVAKKAM, CHENNAI-600 077

ANNEXURE-1

Name : HARI HARA SUDAN P		Date : March 11, 2022
Salary Grade : AT1		
Components	Rs. p.a.	Rs. p.m.
Basic		15,000
Bouquet of Benefits		6,015
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Cost to Company (CTC) C+D	314,000	

*B. Kalpana*  
**PRINCIPAL**  
 PRINCE SHRI VENKATESHWARA  
 ARTS AND SCIENCE COLLEGE  
 GOWRIVAKKAM, CHENNAI-600 073.





Date: 15-Mar-22

Dear Haridha shree P,

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee - Technical Support**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

**TERMS AND CONDITIONS:**

1. **Gross Cost to Company:** The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakh Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be Rs. **2,26,000/-** (Rupees Two Lakh Twenty Six Thousand Only).
3. **Annual Variable Compensation.** Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **24,000/-** (Rupees Twenty Four Thousand Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.
4. **Other Benefits.** Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Chennai**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

*B. Kalpana*  
**PRINCIPAL**

**PRINCE SHRI VENKATESHWARA  
ARTS AND SCIENCE COLLEGE  
BOWRIVAKKAM, CHENNAI-600 073.**

**CSS Corp Private Limited**  
CIN:U72900TN2000PTC115034

Regd Address : Plot No-32 A&B, 5<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai Tel:91 44 66768000 ,www.csscorp.com